

INFORMATION

USAID/General Notice  
M/AS/IRD  
12/02/98

SUBJECT: The Automated Directives System (ADS)

Purpose

This notice is the second in a series of monthly notices on the Automated Directives System (ADS). The monthly notices provide a listing of policy notices issued since the last quarterly ADS update, describe the various components of the ADS, and give tips on using the system.

Policy Notices Since ADS Compact Disk (CD) No. 12

All Agency personnel have access to General Policy Notices virtually simultaneously and are responsible for reading and following the new policies.

The following USAID/General Policy Notices have been issued since ADS CD No. 12:

NOTICE NAME	DATE	SUBJECT
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October 1998

*EXEMSG05	10/13/98	Operating under a Continuing Resolution
*EXEMSG08	10/15/98	Operating under a Continuing Resolution
*EXEMSG09	10/19/98	Operating under a Continuing Resolution
*EXEMSG10	10/22/98	Omnibus Appropriations Bill for FY 99
*EXEMSG11	10/23/98	President signs Omnibus Appropriations Act

\*The Executive Messages pertaining to Continuing Resolutions and Omnibus Appropriations Bill for FY 99 are not posted to the web.\*

1041	10/29/98	ISSUANCE OF ADS 303
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November 1998

1103	11/02/98	ISSUANCE OF ADS 302
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Electronic copies of these policy notices may be obtained by sending an E-mail to Notice Mailbox@M.AS.IRD@AIDW.

CIBs issued since ADS CD No. 12 are on the OP webpage (at [www.info.usaid.gov/procurement\\_bus\\_opp/procurement/cib](http://www.info.usaid.gov/procurement_bus_opp/procurement/cib)) and are available from M/OP/P, (202) 712-0610. Earlier CIBs are available in the Resource Library and on the OP webpage.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as supplementary informational references. It contains five functional series, interim policy updates, valid USAID Handbook chapters, a resource library, and a glossary.

The *functional series* consist of ADS chapters that have been written in a standardized format. The five functional series are as follows:

Series 100	Organization and Executive Management
Series 200	USAID Program Assistance
Series 300	Acquisition and Assistance Agreements
Series 400	Personnel
Series 500	Management Services

The *Interim Updates* are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.

The *USAID Handbook Series* provides the few Handbook chapters that are still valid, as well as a cross reference between the Handbooks and chapters in the functional series.

The *Resource Library* contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the policies and procedures.

The *Glossary* defines terms found in the functional series.

The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DRCD) is No. 12.

#### How Do I Access the ADS?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, access may be obtained via the CD Server icon (located on Network Applications I on your desk-top computer). If you are in the field, access may be obtained via a CD-ROM reader.

Components of the ADS may also be accessed via the Intranet and the Internet. These sites currently do not contain the valid handbook chapters and some interim updates. In addition, the Internet does not have Series 400, Personnel. Both sites will eventually include the entire ADS. USAID/General Policy Notices are placed on the websites either as Interim Updates or as a new or revised ADS chapter (replacing the old chapter, if any), usually within 72 hours of their issuance. Therefore, the ADS websites will reflect policy updates sooner than the ADS CD. Access may be obtained by:

1. the Intranet (at [www.usaid.gov](http://www.usaid.gov), and then click on "ADS" under "Info. Services");
2. the Internet (at [www.info.usaid.gov](http://www.info.usaid.gov), under "Publications", and then click on "ADS: Automated Directives System--Formerly the USAID

handbooks").

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